

 **NUST Business School (NBS)**

 **Course Repetition**

 **Enrollment Form – FALL 2021**

**Reg No/Empl ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Batch/Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Number.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CGPA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total number of CH\* Number of repeat course \_\_\_\_\_\_\_\_\_\_\_**

(To be attempted in current

 Semester including repeat courses: **\_\_\_\_\_\_\_\_\_\_\_ Total Number of CH** (Completed in entire degree**\_\_\_\_\_\_\_\_**

 **Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day Scholar/ Hostelite**

 **MS Teams Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Current Disposal** PromotedProbation Suspension / Deferment Improvement \_\_\_\_\_\_\_\_\_ Deficient

 1st / 2nd / 3rd (Mention Grade)

**Details of Course/s to be repeated( Must Fill all Columns)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/No** | **Course Title & Code**  | **Pre Req cleared** (If Yes, please mention grade) | **Repeat with class batch & Sec**  | **No attempt to register course**(1,2,3,4) | **Reason of repeating mention against each course** (Deficient, Repeat, Improvement also mention previous grade in course) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**IMPORTANT INSTRUCTIONS**

**1.** Following categories of students may register for repeating the courses only:-

* **UG Programs**
	+ To clear ‘F’ grade
	+ To improve CGPA
* **PG Programs**
	+ To clear ‘F’ grade during the course work.
	+ To improve CGPA after the end of course work
	+ MBA student can only repeat a course in which he / she has less than a B grade.

**2.** The Student shall be responsible for his/her attendance in case of any clash in Make Up / rescheduled classes.

**3.** A student is allowed to drop a registered course within two weeks from the start of the summer semester.

**4.** A student can also withdraw a course latest by 8th week of a regular semester and 5th week of a summer semester with the recommendation of HoD and approval of Dean. A letter grade of “W” will be awarded.

**5**. A student can register for 21 CH maximum including repeat courses in UG program.

**6**. A student can register for 18 CH maximum including repeat courses in MBA program

**7.** For EMBA: The student of EMBA will be allowed to drop a course any time before the start of the End Semester exam

Week with an award of letter grade 'W'.

**8**. The student shall be responsible to register his/her email address with concerned Batch through System Admin NBS, to receive notification for makeup / rescheduled classes**.**

**9.** Please attach copy of your transcript and student ID card.

***I’ve read and understood the above mentioned instructions and I shall be responsible for my attendance and other academic requirements.***

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Student Signature & Date**

**Recommended / Not Recommended**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DCE’s Signature Date**

 **Approved / Not Approved**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Head Date**

**Time Table**

Adjusted / Not Adjusted

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Program Coordinator Date**